**100/56, BHAGABATI PARK**

**FLAT NO.2 C, RUPANTAR APARTMENT**

**KOLKATA – 700 054**

**PH NO. : 83368-79688**

**E-mail: *bless\_almighty@rediffmail.com***

**MS. DALIA SENGUPTA**

OBJECTIVE

* To work with an organization that encourages creativity and enables me to utilize my abilities.

WORKING EXPERIENCE

* Presently working as an **‘OFFICE EXECUTIVE’** in **`ORIENTAL COMPRESSOR ACCESSORIES PVT LTD.’.**
* Worked as a **`COMPUTER OPERATOR’ in `RLJ FERRO ALLOYS (P) LTD’.**
* Worked as a **`COMPUTER TEACHING EXECUTIVE’** of `**ACES INFOTECH PVT. LTD.’** in **ST.STEPHEN SCHOOL (WESTLEY DEPARTMENT), DUMDUM.**

CURRENT WORK PROFILE

* Receiving and checking phone calls, messages & e-mails .
* Taking note and making letter to various companies.
* Stock entry, invoicing, Road Permit, Proforma Invoice, Despatch Document for already despatched materials, All type of computer & manual Entry.
* **Keeping track of material movement from manufacturing unit, upto delivery to party and giving dispatch detail thru mail & phone.**
* **Tracking of rejected materials and arrange rectification through consultation with various department and arrange to resend back after necessary rectification .**
* **Making reminder to customers for pending payment thru mail and phone. Handling of service department and laser cutting department job work part including service quotation, order entry, billing and correspondence with parties as per requirement .**
* **Entry of all incoming and outgoing goods and documents with gate pass generating. Sales and purchase entry monthwise .**
* Bill detail entry for insurance purpose & road permit record entry on daily basis .
* Stock maintenance of office stationary & printing consumables .Visitors record daily check up .
* File maintenance and follow up .

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* Raising service related complaints like telephone , internet etc and keep tracking and supervising upto problem solve .
* Daily work reporting to HOD. Coordination with various departments as per requirement .

EDUCATIONAL QUALIFICATION

* B.A.Spl. Honours in Rabindra Sangeet from Rabindra Bharati University in the year 2006.
* B.A. from Maharani Kasiswari College under University Of Calcutta in the year 2004.
* Higher Secondary Examination from Maharani Kasiswari College under West Bengal Council of Higher Secondary Education in the year 2001.
* Secondary Examination from Holy Child Institute under West Bengal Board of Secondary Education in the year 1999.

COMPUTER PROFICIENCY

* MS-Office 98/Office 2000 (Word, Excel, Power point, Internet Operations etc.)
* Diploma in Information Technology Application from West Bengal Youth Computer Centre.

EXTRA CURRICULAR ACTIVITIES

* Passed **5th year** in **Rabindra Sangeet** from **Bangio Sangeet Parishad.**

PERSONAL DETAILS

* Date of Birth : 18.07.1982
* Language known : Bengali, Hindi and English
* Hobby : Reading Books, playing chess .
* Current Salary : Rs.3,59,493/- per annum

Date: 23.06.2022

Place : KOLKATA

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***Dalia Sengupta***

***8336879688***